



## City Canvas Grantees Final Report Instructions

This document was created to assist with the electronic filing process of your City Canvas Grant Final Report.

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**If you are a new user to Fluidreview:** Create an account by clicking “sign-up”. Complete registration page. When on the registration page, be sure to select the category “Final Report: City Canvas (open)” from drop down menu. You will receive a confirmation mail from FluidReview. Once in FluidReview, click “Create New Submission”.

**If you are a returning user of Fluidreview:**

Log into your FluidReview account at: <https://coa.fluidreview.com/>

- Click on “Create New Submission”
- In the “category” box drop down menu: Choose “Final Report: City Canvas (open)”
- In the box “Enter the name of the Grantee”: type in grantee organization name
- Click on “Get started”
- In the “task” box: click on “Fill out Final Report Form”

The outline below contains the information requested with the final report.

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1. Grant Number (found in Page 1 of grant contract)
2. Grant Amount Received
3. Grantee (as identified on the grant contract)
  - Leader Project Partner
  - List Additional Partners
4. Contact Information
  - a. Mailing Address
  - b. City
  - c. State
  - d. Zip Code
  - e. Contact Person
  - f. Contact Telephone
  - g. Contact Email
  - h. Mailing Address
  - i. City, State, Zip
5. Has any of the contact information provided above changed? Yes or No
6. Briefly outline the partnership role between the Grantee and the Lead Project Partner
7. Data Information – Numbers
  - a. Total Audience/Individuals Benefiting
  - b. Number of Artists participating
  - c. Number of CT artists receiving compensation (employment) as a result of the project
  - d. Number of Community Members Participating
  - e. Number of Children and Youth Participating
8. Data Information – Narrative
  - Provide information to clarify numbers provided above
9. Narrative Report
10. Credit & Publicity
11. Optional – supporting documents (images, video or audio files)
12. Project Budget – Upload as outlined in the egrating system

Connecticut Office of the Arts

One Constitution Plaza | Hartford, CT 06103 | P: 860.256.2800 | [Cultureandtourism.org](http://Cultureandtourism.org)

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Department of Economic and  
Community Development

**Connecticut**  
*still revolutionary*

13. Project Budget Narrative – optional – Grant4
  14. Certification: submitted (contact name); contact title; date
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- Double check your work and then click on “Save & Exit”
- In the text box, click on “Submit Application”
- Click on “Continue”

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